

Skyward Educator Access: The Basics



In this training you will learn how to login to Skyward Educator Access, customize the look of your gradebook, access classes and student profiles. You will understand how to record attendance, create seating charts and enter discipline referrals. You will also learn how to setup categories, create assignments and enter grades into your gradebook. You will be given resources for further support with Skyward Educator Access.

Login

1. Go to <https://skywardsis.mansfieldisd.org/scripts/wsisa.dll/WService=wsEPlus/seplog01.w>
2. Login with your MISD username and password.

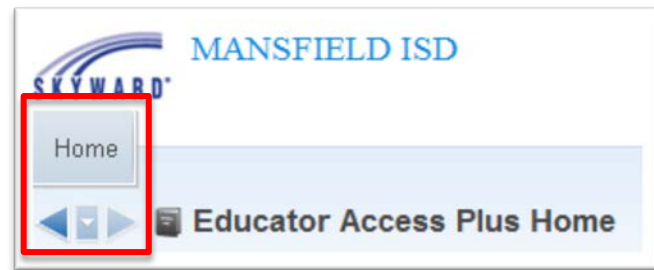
Hint: To create a shortcut on your desktop:

In Internet Explorer: Right click anywhere on the login page and click on Create Shortcut

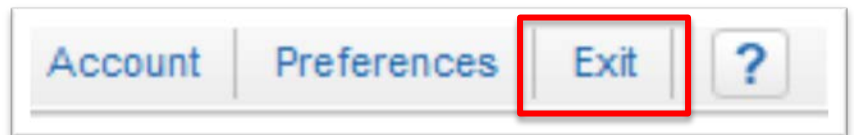
In Firefox: Minimize your Internet window. Drag the site icon located next to the URL to your desktop.

Navigation/Preferences

1. Navigate the Educator Access Plus site by clicking the **Home** button to return to the home page screen. Click the **left** and **right arrows** to go to previously viewed screens. The **down arrow** in the middle returns you to the previous access area.



2. Click on **Exit** to exit the program.



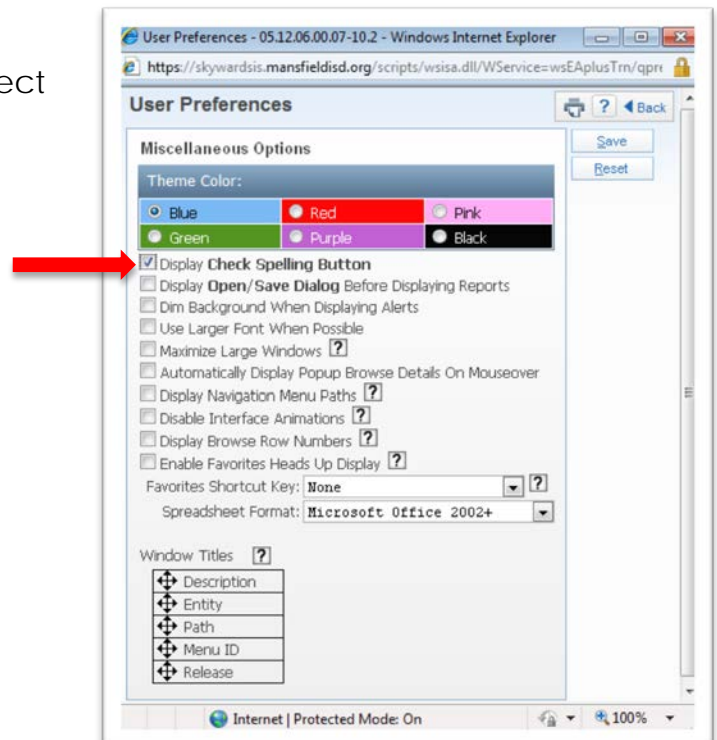
Warning!

Do not use your browser's navigation buttons to move around the program. Do not click the red X in your browser window to exit the gradebook.

3. Click on **Preferences** in the top right corner of the page to customize your gradebook.



4. To change the look of your gradebook, select from the Miscellaneous Options in the User Preferences window. Click **Save**.

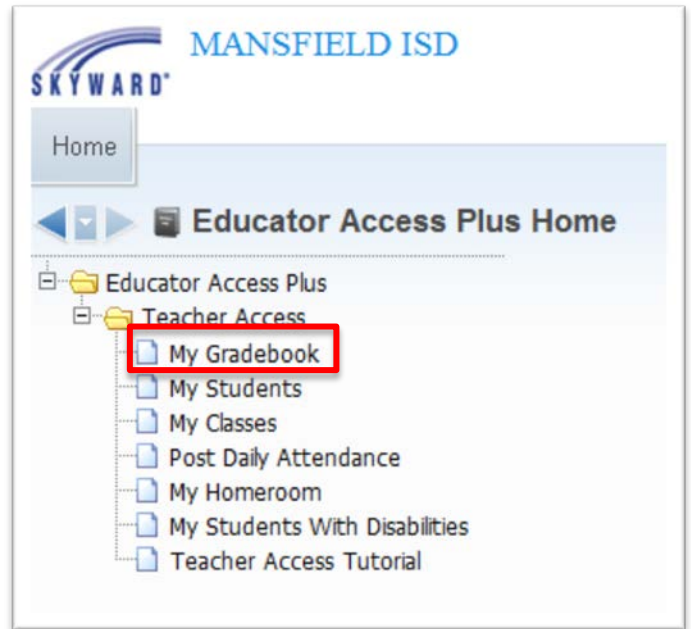


Hint:

The Check Spelling option can be very helpful.

Gradebook Access

1. Click on **My Gradebook** to access all of your classes.



2. Click on the **blue Gradebook link** beside the class needing assignments or grades entered.

The screenshot shows the 'My Gradebook' interface. At the top, there's a header 'My Gradebook' and two dropdown menus: 'Reports for All Classes' and 'Posting Status'. Below this, a sorting option 'Sorted by Subject Ascending' with a 'Return to Default Sort' link is visible. The main content is a table titled '002 MANSFIELD SUMMIT H S' with columns: Dept, Subject, Terms, Period, Days Meet, Class, Description, and a 'Gradebook' link column. The 'Gradebook' links are highlighted with red boxes.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
		1 - 3	4	MTWRF	9995A / 42	CREDIT RECOVERY-Sem 1	Gradebook
		4 - 6	4	MTWRF	9995B / 42	CREDIT RECOVERY-Sem 2	Gradebook
03	03	1 - 3	1	MTWRF	6150A / 11	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	1	MTWRF	6150B / 11	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	2	MTWRF	6090A / 21	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	2	MTWRF	6090B / 21	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	3	MTWRF	6150A / 31	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	3	MTWRF	6150B / 31	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	5	MTWRF	6150A / 51	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	5	MTWRF	6150B / 51	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	8	MTWRF	6090A / 81	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	8	MTWRF	6090B / 81	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	9	MTWRF	6150A / 91	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	9	MTWRF	6150B / 91	PRE CALCULUS - SEM 2	Gradebook

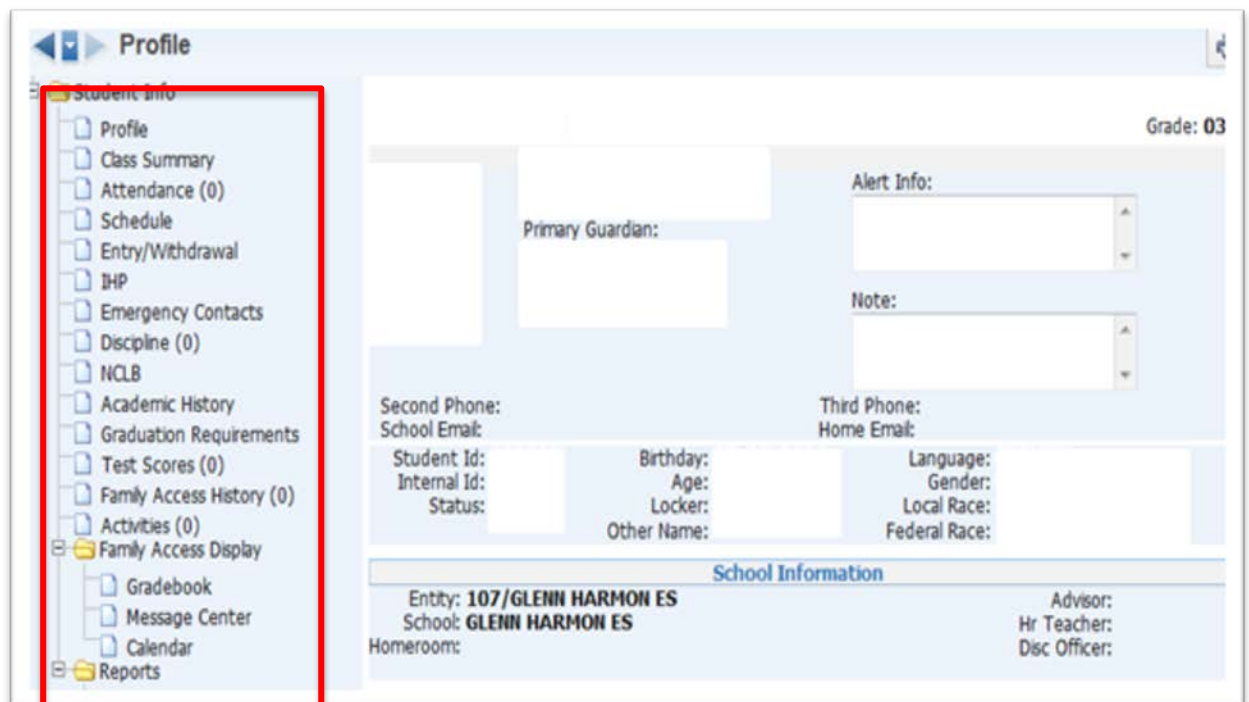
3. Click on the **Home** button to return to the Home page.

Student Access

1. Click on **My Students** to view a list of all available students.

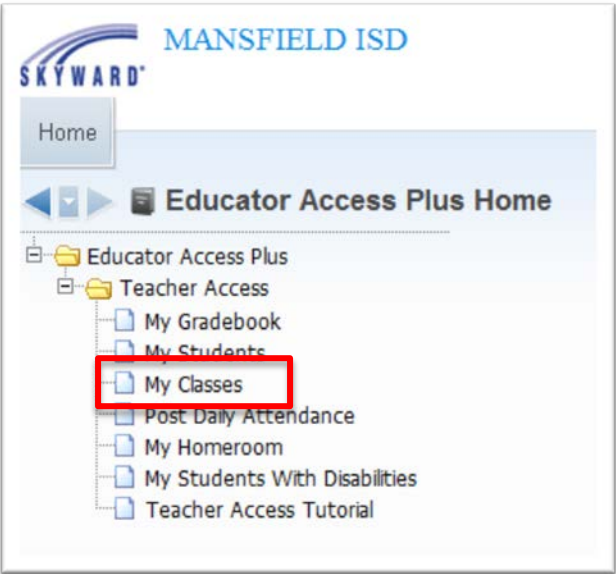


2. To view an individual student profile, double click on a **student's name**. (Or click once on the student's name and click the **Select** button to view the profile.) View a student's attendance, schedule, emergency contacts, etc. by clicking options on the left of the profile window.



Class Access

- 1. From the Home page, click on **My Classes** to view a list of all your classes.



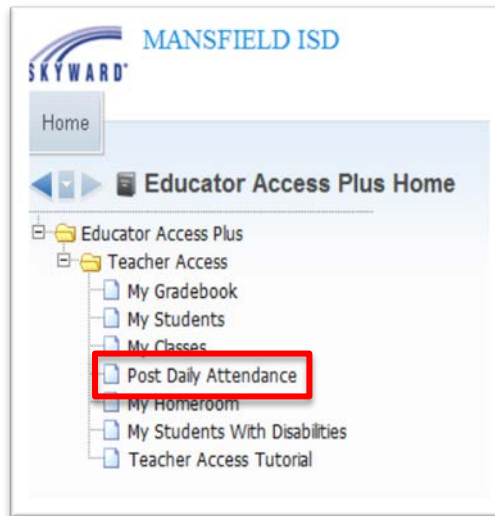
- 2. Click on the **blue Class Options link** to view the appropriate class.

Dept	Subject	Terms	Period	Days Meet	Class	Description	
03	03	1 - 3	1	MTWRF	6150A / 11	PRE CALCULUS - SEM 1	Class Option
03	03	4 - 6	1	MTWRF	6150B / 11	PRE CALCULUS - SEM 2	Class Option
03	03	1 - 3	2	MTWRF	6090A / 21	ADV QUANTITATIVE REASON- SEM 1	Class Option
03	03	4 - 6	2	MTWRF	6090B / 21	ADV QUANTITATIVE REASON- SEM 2	Class Option
03	03	1 - 3	3	MTWRF	6150A / 31	PRE CALCULUS - SEM 1	Class Option
03	03	4 - 6	3	MTWRF	6150B / 31	PRE CALCULUS - SEM 2	Class Option

The class roster will show any student alerts. Options such as the gradebook and attendance can also be accessed here.

Posting Daily Attendance

1. From the Home page, click on **Post Daily Attendance**.



2. Attendance for each class can be taken by name or seating chart by clicking on the appropriate blue link under Attendance Options.

<u>Description</u>	<u>Attendance Options</u>		
PRE CALCULUS - SEM 1	By Name	By Seating Chart	Assign Seats
PRE CALCULUS - SEM 2	By Name	By Seating Chart	Assign Seats
ADV QUANTITATIVE REASON- SEM 1	By Name	By Seating Chart	Assign Seats
ADV QUANTITATIVE REASON- SEM 2	By Name	By Seating Chart	Assign Seats
PRE CALCULUS - SEM 1	By Name	By Seating Chart	Assign Seats
PRE CALCULUS - SEM 2	By Name	By Seating Chart	Assign Seats

3. When choosing **By Name**, a list of all students will appear. The default entry is Present. Click **Absent** or **Tardy** to change the entry if needed. Click **Save**.

[Print Class Roster](#)

Absent	Tardy	Present	A	E	U	T	Wed 8/15	Tue 8/14
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>						

- If choosing to take attendance **By Seating Chart** the seating chart must be created first. Click on the **Assign Seats** link (see previous screen shot for step 2 in this section).

Click **Clear Seating Chart**. Indicate how many rows and seats will be needed.

- Choose a student from the Unassigned Seats area and click **Select**. Then click **Fill Seat** to assign the student a seat on the chart.

*Hint: Click **Auto Assign Seats** to allow the computer to randomly place students in the chart. Choose an option from the drop down menu and click the **Process** button.*

When you have completed the chart, click **Save**.

- To take attendance with the seating chart, click on the **By Seating Chart** link for the appropriate class (see screen shot for step 2 on previous page). From the drop down menu select absent or tardy if necessary. Click **Save**.

*Hint: Pictures (if available) can be viewed on the seating chart by clicking the **Show Pictures** link. This list can be printed for a sub folder by clicking the **Printer Friendly Listing** link.*

Other Access-Discipline

1. From the home page, click on the **My Gradebook** link.



2. Click on the **Gradebook** link for the class in which the student is enrolled.

The screenshot shows the 'My Gradebook' page for '002 MANSFIELD SUMMIT H S'. It displays a table of classes with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row has a 'Gradebook' link in the rightmost column, which is highlighted with a red rectangular box.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
		1 - 3	4	MTWRF	9995A / 42	CREDIT RECOVERY-Sem 1	Gradebook
		4 - 6	4	MTWRF	9995B / 42	CREDIT RECOVERY-Sem 2	Gradebook
03	03	1 - 3	1	MTWRF	6150A / 11	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	1	MTWRF	6150B / 11	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	2	MTWRF	6090A / 21	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	2	MTWRF	6090B / 21	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	3	MTWRF	6150A / 31	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	3	MTWRF	6150B / 31	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	5	MTWRF	6150A / 51	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	5	MTWRF	6150B / 51	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	8	MTWRF	6090A / 81	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	8	MTWRF	6090B / 81	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	9	MTWRF	6150A / 91	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	9	MTWRF	6150B / 91	PRE CALCULUS - SEM 2	Gradebook

3. Hover over the **Other Access** tab under the navigation buttons. Click on **Discipline**.



- Highlight the name of the student to be referred and click the **Select** button.



First Name	Last Name	MI	Referrals	Status	Gender	Grad Yr	Phone
M			0	Active	Female	2022	
J			0	Active	Female	2022	
N			0	Active	Female	2022	
D			0	Active	Female	2022	
L			0	Active	Male	2022	
L			0	Active	Male	2022	

- Click **Add** to begin the new referral.

- Use the drop down menus to complete the form. Adjust the date and time if necessary. Enter the reason for the referral in the comment section.

Note: This comment will appear in Family Access for parents to see.

Click **Save**.

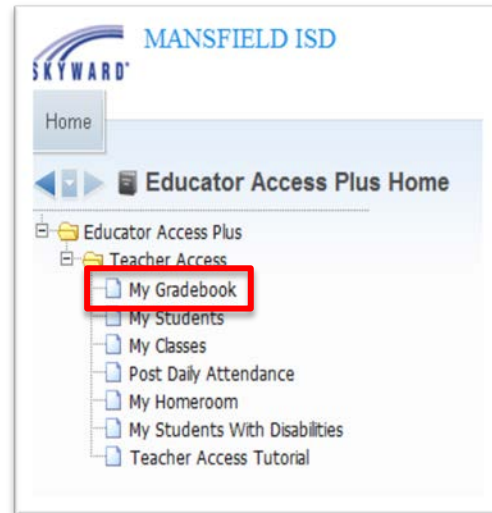
- The referral is sent to a queue for the administrator to view and act upon. The referral can be edited or deleted by the teacher until the administrator changes it to an Offense. At that point, changes can no longer be made.

Click on the **pencil** icon to edit or the **X** icon to delete.

Offense	Location	Officer	Parent Notified
08/11/10 TEACHER REFERRAL		Ann Smith Referred by: Terry Teacher 07/01/12	No

Create Categories

1. From the home page, click on the **My Gradebook** link.

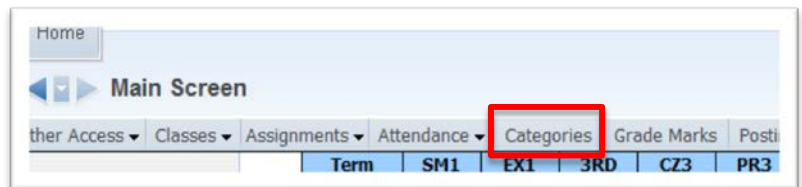


2. Click on the **blue Gradebook** link beside the class needing categories assigned.

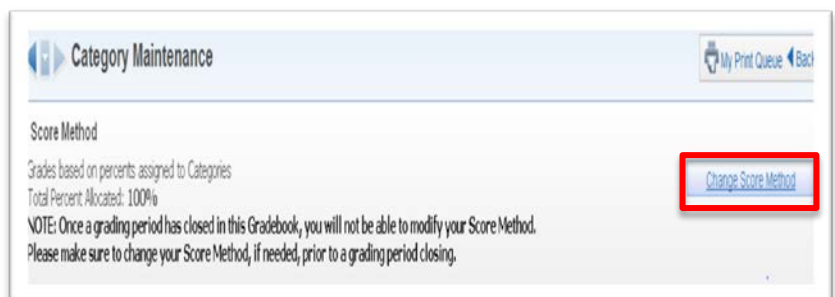
The screenshot shows the 'My Gradebook' page with a table of classes. The 'Gradebook' link in the rightmost column is highlighted with a red rectangular box.

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
002	MANSFIELD SUMMIT H S	1 - 3	4	MTWRF	9995A / 42	CREDIT RECOVERY-Sem 1	Gradebook
		4 - 6	4	MTWRF	9995B / 42	CREDIT RECOVERY-Sem 2	Gradebook
03	03	1 - 3	1	MTWRF	6150A / 11	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	1	MTWRF	6150B / 11	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	2	MTWRF	6090A / 21	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	2	MTWRF	6090B / 21	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	3	MTWRF	6150A / 31	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	3	MTWRF	6150B / 31	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	5	MTWRF	6150A / 51	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	5	MTWRF	6150B / 51	PRE CALCULUS - SEM 2	Gradebook
03	03	1 - 3	8	MTWRF	6090A / 81	ADV QUANTITATIVE REASON- SEM 1	Gradebook
03	03	4 - 6	8	MTWRF	6090B / 81	ADV QUANTITATIVE REASON- SEM 2	Gradebook
03	03	1 - 3	9	MTWRF	6150A / 91	PRE CALCULUS - SEM 1	Gradebook
03	03	4 - 6	9	MTWRF	6150B / 91	PRE CALCULUS - SEM 2	Gradebook

3. Click on the **Categories** tab at the top of the gradebook.

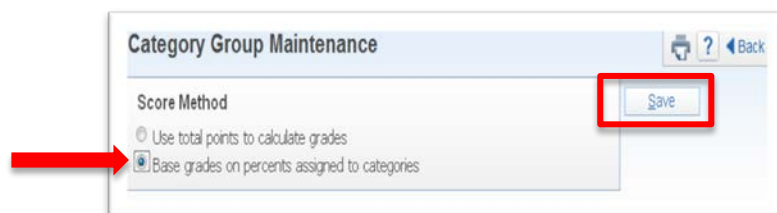


4. Click on the **Change Score Method** Button.



- The option 'Base grades on percents assigned to categories' should be selected. Click **Save**.

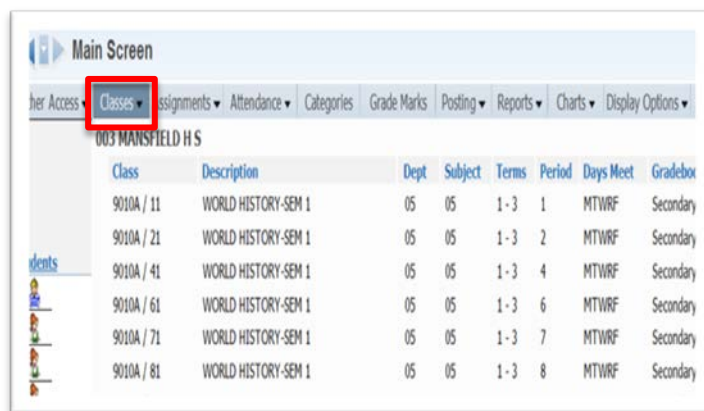
Note: You MUST click SAVE at this point.



- Use the **Back** button to return to Gradebook view.

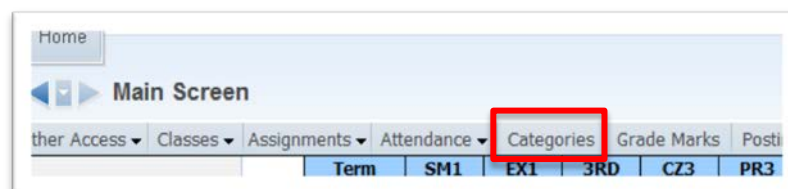
Hover over the **Classes** tab to view a list of all classes. Click on another class.

Change the Score method for **all** classes by following steps 3-5 above. **Remember to click Save each time.**



- When you have checked and saved the Score method for all classes, use the **Back** button to return to Gradebook view.

Click on the **Categories** tab at the top of the gradebook.



- Click on the **Add/Edit Categories** button.



9. Click the **Unselect All** button. Under the Include column select appropriate categories for your classes. Enter the percentage amount in the Modified Percent column for each category checked. Percentages must equal 100%. Click **Save**.

Category Group Maintenance

Total Percent Allocated

Current Percent Allocated: 0.00 Modified Percent Allocated: 100.00

Save
Select All
Unselect All

Category	Category Description	Current Percent	Include	Modified Percent
DLY	DAILY\CLASSWORK	0.00	<input checked="" type="checkbox"/>	50.00
HMWK	HOMEWORK	0.00	<input type="checkbox"/>	0.00
LABS	LABS	0.00	<input checked="" type="checkbox"/>	50.00
LANG	LANGUAGE	0.00	<input type="checkbox"/>	0.00
OTH	OTHER	0.00	<input type="checkbox"/>	0.00
PART	PARTICIPATION	0.00	<input type="checkbox"/>	0.00
PROJ	PROJECTS	0.00	<input type="checkbox"/>	0.00
QUIZ	QUIZZES	0.00	<input type="checkbox"/>	0.00
READ	READING	0.00	<input type="checkbox"/>	0.00
SPEL	SPELLING	0.00	<input type="checkbox"/>	0.00
TEST	TEST	0.00	<input type="checkbox"/>	0.00
WRIT	WRITING	0.00	<input type="checkbox"/>	0.00

10. Click the **Use These Categories For My Other Classes** button to copy the same category setup to other classes.

Use These Categories For My Other Classes

Categories Used

Category	Category Description	Percent
DLY	DAILY\CLASSWORK	50.00%
HMWK	HOMEWORK	50.00%

11. Select the appropriate classes. Click **Save**.

Apply Category Setup to Other Classes

Select the classes to which you would like to apply the current category setup.
Future category group modifications will not be automatically applied to the selected classes.

Save

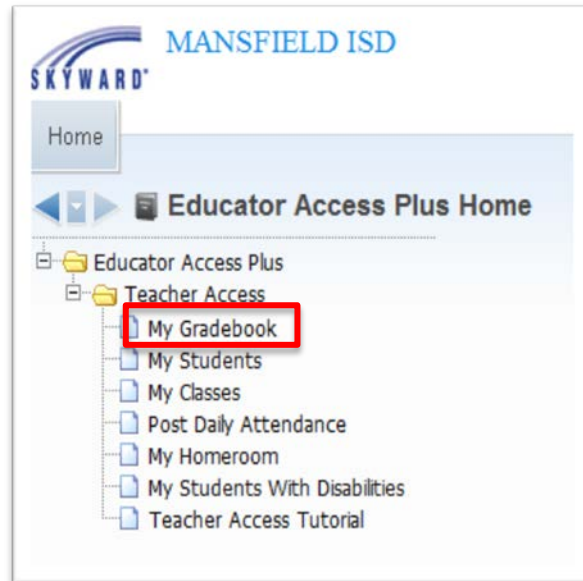
Select Classes

Class	Class Desc	Dept	Subj	Terms	Days Meet	Exception
<input type="checkbox"/> 1 6150B / 11	PRE CALCULUS - SEM 2	03	03	4 to 6	MTWRF	Score method not saved
<input type="checkbox"/> 2 6090A / 21	ADV QUANTITATIVE REASON-	03	03	1 to 3	MTWRF	Score method not saved
<input type="checkbox"/> 2 6090B / 21	ADV QUANTITATIVE REASON-	03	03	4 to 6	MTWRF	Score method not saved
<input checked="" type="checkbox"/> 3 6150A / 31	PRE CALCULUS - SEM 1	03	03	1 to 3	MTWRF	Score method not saved
<input checked="" type="checkbox"/> 3 6150B / 31	PRE CALCULUS - SEM 2	03	03	4 to 6	MTWRF	Score method not saved
<input type="checkbox"/> 4 9995A / 42	CREDIT RECOVERY-Sem 1			1 to 3	MTWRF	Score method not saved
<input type="checkbox"/> 4 9995B / 42	CREDIT RECOVERY-Sem 2			4 to 6	MTWRF	Score method not saved
<input checked="" type="checkbox"/> 5 6150A / 51	PRE CALCULUS - SEM 1	03	03	1 to 3	MTWRF	Score method not saved
<input checked="" type="checkbox"/> 5 6150B / 51	PRE CALCULUS - SEM 2	03	03	4 to 6	MTWRF	Score method not saved
<input type="checkbox"/> 8 6090A / 81	ADV QUANTITATIVE REASON-	03	03	1 to 3	MTWRF	Score method not saved
<input type="checkbox"/> 8 6090B / 81	ADV QUANTITATIVE REASON-	03	03	4 to 6	MTWRF	Score method not saved
<input type="checkbox"/> 9 6150A / 91	PRE CALCULUS - SEM 1	03	03	1 to 3	MTWRF	Score method not saved
<input type="checkbox"/> 9 6150B / 91	PRE CALCULUS - SEM 2	03	03	4 to 6	MTWRF	Score method not saved

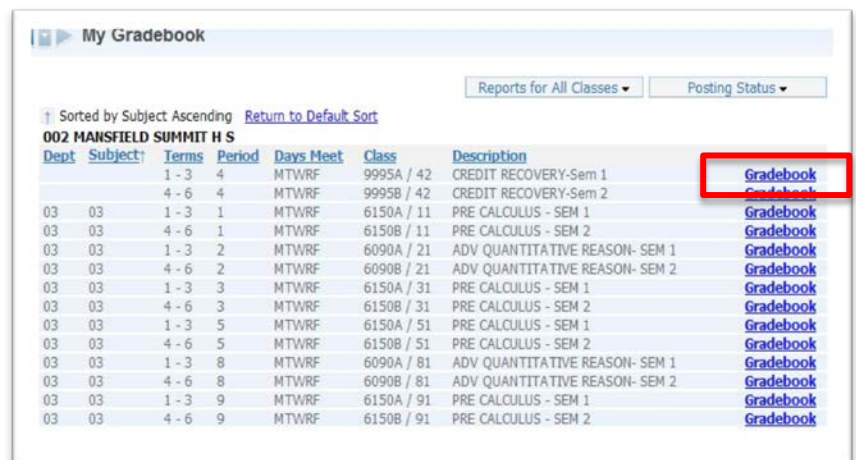
12. To create a different category setup for other classes repeat steps 7-9 above.

Create Assignments

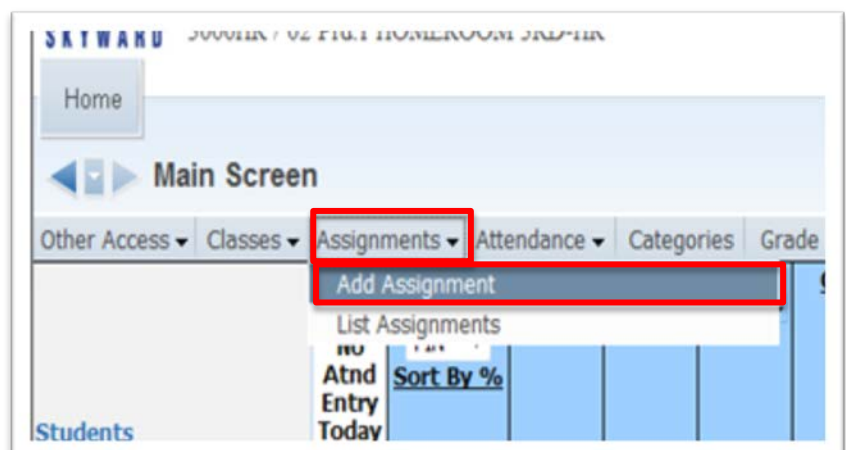
1. From the Home page, click on **My Gradebook**.



2. Click on the **blue Gradebook** link for the class in which you wish to enter grades.



3. Hover over the **Assignment** tab at the top of the gradebook. Click on **Add Assignment**.



4. Fill out the information in the Assignment Maintenance window.

- **Category:** Select a category from the list
- **Description:** Name the Assignment
- **Assign Date:** This date defaults to the current date. Be sure the date occurs in the 6 weeks in which you want the grade to count.
- **Proposed Due Date:** Enter the date the assignment is due.
- **Max Score:** The default score is 100. Enter the maximum score the assignment is worth.
- **Weight Multiplier:** The default weight is 1.0. The assignment will count once. If changed to 2.0, the assignment will count twice.

5. Once the assignment is set up properly, it can be copied to the other classes by checking the box next to the class.

Note: the class you are copying to must have the same categories and percentages.

6. Save options:

- **Save and Back:** Save the assignment and go back to the gradebook.
- **Save and Add Another:** Save the assignment and enter another assignment
- **Save and Score:** Save the assignment and enter grades for that assignment
- **Undo:** Clears the assignment information without saving
- **Back:** Back out of adding an assignment.

The screenshot shows the 'Assignment Maintenance' window. The 'Add Assignment' form is visible, with fields for Category (DLY - DAILY CLASSWORK), Description, Detailed Description, Assignment Group, Entered Date (Tue, Jul 31 2012), Assign Date (Aug 22 2012), Proposed Due Date (Wed, Aug 22 2012), Actual Due Date (01 2012), Max Score (100), Weight Multiplier (1.00), and checkboxes for 'Post to Family Access' and 'Post to Student Access'. A sidebar on the right contains buttons: 'Save and Back', 'Save and Add Another', 'Save and Score', 'Undo', 'Back', 'Attach (0)', 'Options', and 'Check Spelling'. Below the form is a table titled 'Select the Classes where this Assignment should be added' with columns: Entity, Dept, Sbj, Terms, Prd, Days Meet, Class, and Description. The table lists five classes, all with Entity '107'. The first row is checked. A legend at the bottom indicates that a checked box indicates a class that either does not contain the selected Category, or the selected Assign and Due Dates.

Entity	Dept	Sbj	Terms	Prd	Days Meet	Class	Description
<input checked="" type="checkbox"/> 107			1 to 6	1	MTWRF	3000HR / 02	HOMEROOM 3RD-HR
<input type="checkbox"/> 107	01	01	1 to 6	1	MTWRF	3100 / 02	LANGUAGE ARTS
<input type="checkbox"/> 107	03	03	1 to 6	1	MTWRF	3200 / 02	MATH
<input type="checkbox"/> 107	04	04	1 to 6	1	MTWRF	3300 / 02	SCIENCE
<input type="checkbox"/> 107	05	05	1 to 6	1	MTWRF	3400 / 02	SOCIAL STUDIES
<input type="checkbox"/> 107			1 to 6	1	MTWRF	3510 / 02	THEATER ARTS

☐ - Indicates a Class that either does not contain the selected Category, or the selected Assign and Due Dates.

Enter Grades

Grades can be entered in several ways.

Option 1 (Add assignment and score)

1. When creating the assignment, click the **Save and Score** button to grade that assignment.

The screenshot shows the 'Assignment Maintenance' window. On the right side, there is a vertical column of buttons: 'Save and Back', 'Save and Add Another', 'Save and Score' (highlighted with a red box), 'Undo', 'Back', 'Attach (i)', 'Options', and 'Check Spelling'. The main form area contains fields for 'Category' (set to DLY - DAILY/CLASSWORK), 'Description', 'Detailed Description', 'Assignment Group', 'Entered Date' (Tue, Jul 31 2012), 'Assign Date' (Aug 22 2012), 'Proposed Due Date' (Aug 22 2012), 'Actual Due Date' (01 2012), 'Max Score' (100), 'Weight Multiplier' (1.00), and checkboxes for 'Post to Family Access' and 'Post to Student Access'. At the bottom, there is a 'Show Assignment Score As' dropdown set to 'Score' and a 'Show Comments' checkbox.

2. The name of the assignment will appear in the heading. Enter the scores in place of the asterisk.

A special code can be typed in the box. (See the code list on the right side of the screen.)

The screenshot shows the 'Score Entry' window. At the top, there are 'Prev' and 'Next' buttons. The heading is 'Weekly Participation' with a 'Save' button highlighted in a red box. Below the heading, it says 'Week 2 - Wednesday - 08/29/2012'. There are checkboxes for 'Post to Family Access' and 'Post to Student Access'. The 'Category' is 'DLY' and 'Max Score' is '100'. It says '18 un-scored students: Mark un-scored as 0 and Missing'. Below this is a table with columns: 'Students', 'Absent', 'Score' (highlighted with a red box), 'Special Code', 'No Count', 'Missing', and 'Comment'. The first row shows 'Doe John' in the 'Students' column and an asterisk '*' in the 'Score' column. Below the table is a 'Change blank comments to:' dropdown menu.

Select No Count if the grade will not affect the student's average. Select Missing if the assignment is missing. A grade marked missing will not affect the student's average.

You can add your own comments in the comment column. Be aware that these comments will appear in the Family Access area.

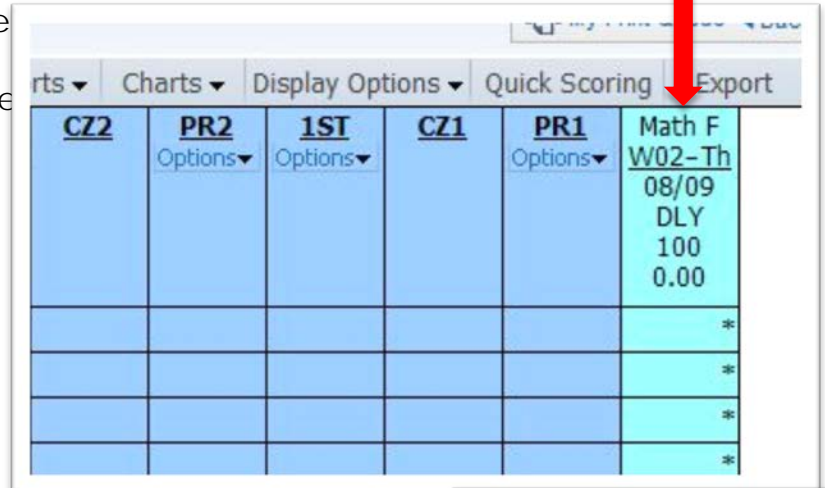
Click **Save** when finished.

Reminder: Grades entered as No Count or Missing will not affect a student's grade.

Special Codes	
Code	Description
*AD	Automated Drop Score
CHT	CHEATING
EXEM	EXEMPT\NO COUNT
INC	INCOMPLETE
LATE	LATE
MISS	MISSING
MKUP	MAKEUP
MOD	MODIFIED
RET	RETAKE

Option 2 (Score Ungraded Assignment)

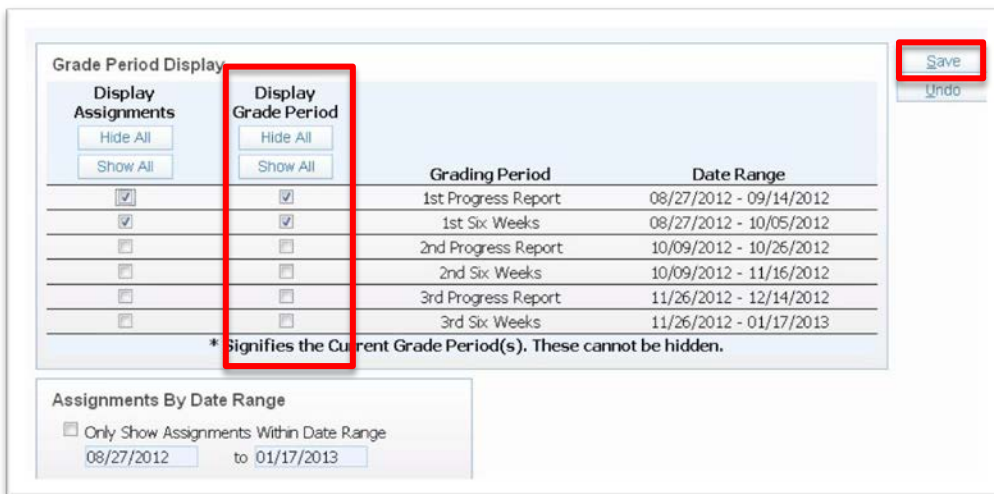
1. From the Gradebook screen (Home > My Gradebook > Gradebook link for the appropriate class) locate the title of an ungraded assignment.



Display Options ▾ Quick Scoring ▾ Export					
<u>CZ2</u>	<u>PR2</u> Options ▾	<u>1ST</u> Options ▾	<u>CZ1</u>	<u>PR1</u> Options ▾	Math F W02-Th 08/09 DLY 100 0.00
					*
					*
					*
					*

Hint: To change the number of columns displayed on the gradebook screen, hover over **Display Options**, and click on **Grade Period Display**.

Remove checks from the Display Grade Period column for all periods



Grade Period Display

Display Assignments: Hide All, Show All

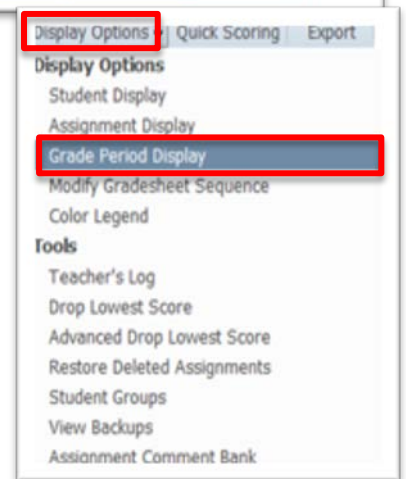
Display Grade Period: Hide All, Show All

		Grading Period	Date Range
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1st Progress Report	08/27/2012 - 09/14/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1st Six Weeks	08/27/2012 - 10/05/2012
<input type="checkbox"/>	<input type="checkbox"/>	2nd Progress Report	10/09/2012 - 10/26/2012
<input type="checkbox"/>	<input type="checkbox"/>	2nd Six Weeks	10/09/2012 - 11/16/2012
<input type="checkbox"/>	<input type="checkbox"/>	3rd Progress Report	11/26/2012 - 12/14/2012
<input type="checkbox"/>	<input type="checkbox"/>	3rd Six Weeks	11/26/2012 - 01/17/2013

* Signifies the Current Grade Period(s). These cannot be hidden.

Assignments By Date Range
☐ Only Show Assignments Within Date Range
08/27/2012 to 01/17/2013

Save Undo



Display Options ▾ Quick Scoring ▾ Export

Display Options

- Student Display
- Assignment Display
- Grade Period Display**
- Modify Gradesheet Sequence
- Color Legend

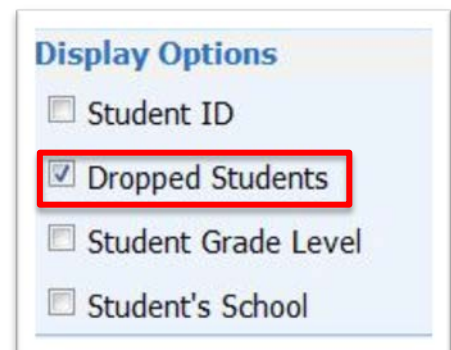
Tools

- Teacher's Log
- Drop Lowest Score
- Advanced Drop Lowest Score
- Restore Deleted Assignments
- Student Groups
- View Backups
- Assignment Comment Bank

except the current grading period and **Save**.

To show dropped students, return to **Display Options** and then click **Student Display**. Under Display Options, select **Dropped Students**.

Click **Save**.



Display Options

- ☐ Student ID
- ☒ **Dropped Students**
- ☐ Student Grade Level
- ☐ Student's School

- Click on the **title of the ungraded assignment** and then click on the **Score Entry** button to enter grades for that assignment.

Assignment

Category: **DLY - DAILY\CLASSWORK**

Description: **Weekly Participation**

Detailed Description:

Assignment Group:

Entered Date: **Tue, Jul 31 2012**

Assign Date: **Wed, Aug 29 2012**

Proposed Due Date: **Wed, Aug 29 2012** **Week 02 - Wednesday**

Actual Due Date:

Max Score: **100**

Weight Multiplier: **1.00**

☒ Post to Family Access

☒ Post to Student Access

Show Assignment Score As: **Score**

☐ Show Comments

Buttons: Add, Edit, Clone, Delete, Report, Chart, **Score Entry**, Assignment Display, Attach (0)

- Enter grades for each student, adding special codes and comments as needed. Click **Save** when finished.

- To give each student the same grade, select **Assign All Scores** in the Mass Assign Options. Fill in the desired grade.

Mass Assign Options

☒ **Assign All Scores**
to: **100** out of **100**

☐ Overwrite scores

☐ Adjust All Scores
by: **0** points

☐ Remove All Scores

☐ Set All to No Count

☐ Remove All No Count

☐ Remove All Missing

Apply

Other options allow you to adjust all scores by a certain amount of points, remove all scores, etc.

Click **Apply** when options have been selected.

Option 3 (By Student)

- From the Gradebook screen (Home>My Gradebook>Gradebook link for the appropriate class), click on a **student's name**.
- Click on the **Edit Current Term** button.

Doe, John | **Doe, John**

Assignments | Missing Assignments (0) | Report Card Grades | Comments

Special Codes | Teacher's Log | **Edit Current Term** | Edit Other Terms | Reports

- All of the assignments and grades entered for that student will be listed. Enter grades for that student under the Score column and click **Save**.

Save

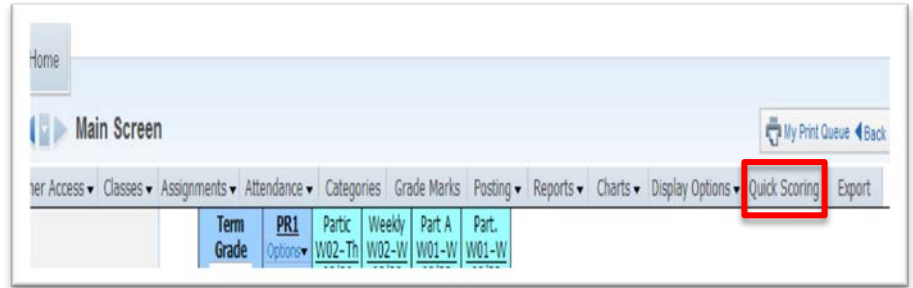
Undo

Back

1%	Category	Group Description	Wght	Max Scr	Av	Score	Spec Code	No Count	Miss	Absent
DLY	Participation 2	1.00	100	98.8	100			<input type="checkbox"/>	<input type="checkbox"/>	
DLY	Weekly Participation	1.00	100	0.0	*			<input type="checkbox"/>	<input type="checkbox"/>	
DLY	Part Again	1.00	100	0.0	*			<input type="checkbox"/>	<input type="checkbox"/>	
DLY	Part. 2	1.00	100	110.0	110			<input type="checkbox"/>	<input type="checkbox"/>	

Option 4 (Quick Score)

From the Gradebook screen (Home>My Gradebook>Gradebook link for the appropriate class), click on the **Quick Scoring** tab. All assignments will be displayed and grades can be entered as before. Click **Save**.

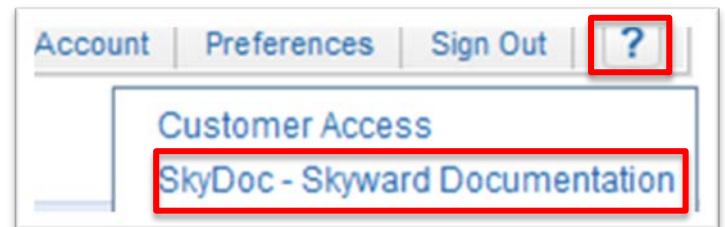


Help Resources

1. You can access SkyDoc help for any page where you have a question by clicking on the **question mark** located in the upper right corner of your screen.

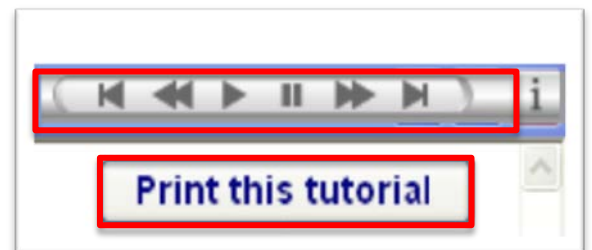
Then click on **Skydoc- Skyward Documentation**.

Help topics for that page will appear on the main screen. Click on the **subtopic** that addresses your concern.



2. Use the slide show controls in the upper right corner of the page to move through the tutorial. Tutorials can be printed by clicking on the **Print This Tutorial** button.

To find additional help select a topic by using the table of contents, search or menu options on the left.



3. If this does not answer your question, create an Eduphoria work order under Software and Skyward Student Support.
4. The next point of contact is Cynthia Petty (cynthiapetty@misdmail.org) or Jan North (janicenorth@misdmail.org).
5. The last point of contact: Skyward helpdesk @ 817-299-1983

The next Skyward Educator Plus training session will be the week of Sept. 10-14. Topics will include: reports, the message center and grade change requests. We will also have a time for questions and answers.